



California State University, Los Angeles
5300 Paseo Rancho Castilla, Los Angeles, CA 90032-8647
Housing Services 323 343-4800

January 19, 2012

To: Housing Services Residents

From: Housing Services

RE: Cancellations for Spring 2012

Every year, during the Winter Quarter, students contact Housing Services requesting information on how they might be released from their license agreement. This letter provides you with information related to this matter.

The current license agreement ends on June 16, 2012. Your 2011-2012 license agreement outlines conditions that will be considered by Housing Services for cancellation of the agreement. According to the agreement only those students who are experiencing hardship, ending student status or getting married will be released from their contract. Please do not expect to cancel your contract if you will be attending CSULA during Spring Quarter 2012.

While your particular case may warrant further discussion and exploration with a member of the Housing Services staff, we believe that the burden of "proof" rests with you. Typically, this means you will be required to present verifiable documentation. We urge you not to sign any other housing contract or advance any deposit for other living arrangements unless you are officially released. If you make contractual commitments or give a deposit for an off-campus apartment, it will not be considered as a factor in whether or not you will be released from your agreement with Housing Services.

If after reviewing the license agreement you still wish to petition to cancel your license agreement, you must complete a request for exception form located in the housing office or online at: <http://www.calstatela.edu/univ/housing/forms.php?>. Once your request has been reviewed, a response will be sent to your mailbox. Appropriate documentation will be required to verify your circumstance. You also may be required to meet with a representative to discuss your situation. After careful review of each case, residents will be notified if their request has been approved or denied.

We can answer any questions for you pertaining to these items. Please do not hesitate to contact our office at (323) 343-4800 Monday-Friday, 9:00am-5:30pm.